



**Massachusetts Department of Environmental Protection**  
Bureau of Resource Protection – Water Supply – Water Quality Assurance/Water Treatment

**BRP WS 34 Chemical Addition Retrofit for systems that serve less than or equal to 3,300 people**  
**Instructions and Supporting Materials**

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**Introduction**

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at [mass.gov/dep](http://mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



**Massachusetts Department of Environmental Protection**  
Bureau of Resource Protection – Water Supply – Water Quality Assurance/Water Treatment  
**BRP WS 34 Chemical Addition Retrofit for systems that serve less than or equal to 3,300 people**  
**Permit Fact Sheet**

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**1. What is the purpose of this permit?**

This permit serves to protect the public's health and welfare by insuring that minimum drinking water requirements are met in the chemical addition retrofit of water systems. It consists of an approval for chemical addition retrofit of water systems, that serve 3,300 people or less. Legislative authority is stated in MGL Chapter 111, section 160A. Regulatory authority is stated in 310 CMR 22.04 of the Drinking Water Regulations.

**2. Who must apply?**

Public water suppliers or their representatives who want approval for the chemical addition retrofit of their water system.

**3. What other requirements should be considered when applying for this permit?**

If the water supplier or their representatives apply for this permit it may also be necessary for them to apply for other MassDEP water treatment permits, e.g. BRP WS 23 or BRP WS 24.

**Note:** These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

**4. What is the application fee?**

The application fee is \$285.

**5. What is the Primary Permit Location? What is the Reserve Copy Location?**

*Primary Permit Location:*  
**Department of Environmental Protection**  
**\*Regional Office**

*Reserve Copy Location:*  
**None Required.**

**Water Supply**

\*Find your region: <http://mass.gov/dep/about/region/findyour.htm>

**6. What are the timelines?**

As of November 30, 1994 the timelines are:

	<b>AC</b>	<b>T1</b>	<b>T2*</b>
<b>BRP WS 34</b>	30	60	60

\*(A second technical review will only be conducted if necessary).

*There is no public comment period for this permit.*

**7. What is the annual compliance fee?**

There is no annual compliance assurance fee for this permit.



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**Permit Fact Sheet**

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**8. How long is this permit in effect?**

This permit is in effect as long as the applicant remains in compliance with appropriate laws and regulations and the Department determines that the product or operations continue to protect the public health and welfare.

**9. How can I avoid the most common mistakes made in applying for this permit?**

- a. Fill in all information on the MassDEP Application Form BRP WS Application.
- b. Attach all information requested on the Application Completeness Checklist.
- c. Send application and one copy of the MassDEP Transmittal Form to MassDEP Regional Office, Water Supply.
- d. Submit fee and one copy of the MassDEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

**10. What are the regulations that apply to this permit? Where can I get copies?**

These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00
- b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

**State Bookstore (in State House)**  
Room 116  
Boston, MA 02133  
617-727-2834

**State Bookstore**  
436 Dwight Street, Room 102  
Springfield, MA 01103-1317  
413-784-1376



**Massachusetts Department of Environmental Protection**  
Bureau of Resource Protection – Water Supply – Water Quality Assurance/Water Treatment

**BRP WS 34 Chemical Addition Retrofit for systems that serve less than or equal to 3,300 people**  
**Application Completeness Checklist**

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- ☐ The Transmittal Form is completed: <http://mass.gov/dep/service/online/trasmfrm.shtml>
- ☐ Form BRP WS Application is completed.

The following should also be included:

- ☐ A cover letter explaining the request.
- ☐ Documentation to support the request.
- ☐ A MassDEP application for chemical addition retrofit.
- ☐ A Massachusetts Professional Engineer's Certification and dated stamp.

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ Send one copy of the application along with one page from the MassDEP Transmittal Form to:

Department of Environmental Protection  
\_\_\_\_\_ \* Regional Office

Water Supply

\*Find your region: <http://mass.gov/dep/about/region/findyour.htm>

- ☐ Send fee of \$285 in the form of check or money order made payable to *Commonwealth of Massachusetts*, along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection  
P.O. Box 4062  
Boston, MA 02211



**Massachusetts Department of Environmental Protection**  
**Bureau of Resource Protection – Water Supply**  
**BRP WS 34 Chemical Addition Retrofit**  
**Application for Approval for Treatment of Public Water**  
**Supply Systems That Serve Less Than or Equal to 3,300**  
**People**

Transmittal Number # \_\_\_\_\_

Facility ID (if known) \_\_\_\_\_

**Important:**

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



## A. Water Supply Information

1. \_\_\_\_\_  
Name of Applicant – Board of Water Commissioners or similar body
2. \_\_\_\_\_  
PWS I.D. #
3. \_\_\_\_\_  
City/Town
4. \_\_\_\_\_  
Total population served by systems (estimate if necessary)
5. \_\_\_\_\_  
Other City, Town, District, Institution or Area served
6. \_\_\_\_\_  
PWS I.D. #

## B. Treatment Information

1. Sources of Water supply to be treated:

i _____	ii _____
iii _____	iv _____

2. Treatment Type (See list A on next page):

\_\_\_\_\_

3. Treatment Process (see list B on next page):

_____	_____
Treatment Type	Code Number

4. Chemicals to be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Massachusetts Department of Environmental Protection**  
**Bureau of Resource Protection – Water Supply**  
**BRP WS 34 Chemical Addition Retrofit**  
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**Supply Systems That Serve Less Than or Equal to 3,300**  
**People**

Transmittal Number #

Facility ID (if known)

## B. Treatment Information (cont.)

### List A – Treatment Type

### List B – Treatment Process and Code Numbers

Disinfection By-Product Control	100 Activated Alumina	403 Gas.Chbriration - Pre	600 Rapid Mix
Corrosion Control	121 Activated Carbon (Granular)	421 Hypochbrination - Post	620 Reducing Agents
Disinfection Dechlorination	125 Activated Carbon(Powder)	423 Hypochlorination – Pre	623 Reducing Agents – Sodium B sulfate
Iron Removal	180 Algae Control	443 Inhibitor – Bimetalic Phosphate	625 Reducing Agents – Sodium Sulfite
Inorganic Removal	180 Bone Char	443 Inhibitor – Hexametaphosphate	627 Reducing Agents – Sulfur Dioxide
Fluoridation	200 Chloramines	447 Inhibitor – Ortrophosphate	660 Reverse Osmosis
Manganese Removal	220 Chlorine Dioxide	447 Inhibitor – Polyphosphate	680 Sedmentation
Organic Removal	240 Coagulation	449 Inhibitor – Silicate	680 Sequestraton
Particulate Removal	300 Distillation	460 Ion Exchange	700 Sludge Treatment
Radionuclides Removal	320 Electrodialysis	500 Lime - Soda Ash Addition	720 Ultraviolet Radiation
Softening	360 Flocculation	520 Microscreening	740 pH Adjustment
Taste/Odor Control	380 Fluoridation	560 Permaganate	741 pH Adjustment - Post
	401 Gas. Chlorination - Post	580 Peroxide	742 pH Adjustment - Pre

## C. Feed Points

Feed Point(s)	Type of Feed Equipment	Flow Rate (GPM)		Water Pressure		Feeder Capacity	
		Max.	Min.	Max.	Min.	Max.	Min.
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

## D. Designer

1. Design Engineer:

2. Massachusetts Registration Number:



**Massachusetts Department of Environmental Protection**  
**Bureau of Resource Protection – Water Supply**  
**BRP WS 34 Chemical Addition Retrofit**  
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Transmittal Number # \_\_\_\_\_

Facility ID (if known) \_\_\_\_\_

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## **E. Certificate**

The undersigned certify that the treatment facility will be operated under the supervision of the person named in Section F (or designated alternate) who will be in responsible charge of the operation, will comply with instructions and requirements of the Department of Environmental Protection, including those pertaining to maintenance of equipment, records and reports, performance of routine tests and submission of routine samples.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

It is understood that any change of assignment in Sections F or G must be reported promptly in writing to the Department of Environmental Protection

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## **F. Employee in Responsible Charge of Treatment Facility**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Certified Operator License Number

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Address

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Office Telephone Number

\_\_\_\_\_  
Home Telephone Number



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**People**

Transmittal Number # \_\_\_\_\_

Facility ID (if known) \_\_\_\_\_

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**G. Alternate Employee in Responsible Charge of Treatment**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Certified Operator License Number

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Address

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Office Telephone Number

\_\_\_\_\_  
Home Telephone Number





Massachusetts Department of Environmental Protection  
Bureau of Resource Protection – Drinking Water Program

# BRP WS Application

For Water Supply Permits or Approvals

Transmittal Number \_\_\_\_\_

Facility ID# (if known) \_\_\_\_\_

## A. Application

**Important:**

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Is this application for an ☐ Original or a ☐ Resubmittal?

2. Applicant:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Contact \_\_\_\_\_

Telephone \_\_\_\_\_

3. Consultant:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Contact \_\_\_\_\_

Telephone \_\_\_\_\_

## B. Permit

Please check which permit or approval you are applying for:

Underground Injection Control

☐ BRP WS 06 Underground Injection Control Registration

Zone II Determination for Existing Sources

☐ BRP WS 07 Approval to Conduct Pump Test for Zone II Delineation

☐ BRP WS 08 Approval of Zone II Delineation

Cross Connection

☐ BRP WS 09 Plan Approval

New Technology

☐ BRP WS 11 Minor New Technology Approval; where no field test required

☐ Drinking Water Additive

☐ Cross Connection Device

☐ Water Vending Machine

☐ Other(specify): \_\_\_\_\_

☐ BRP WS 12 Major New Technology Approval: where field testing is required

☐ BRP WS 27 New Technology with Third-party Approval

☐ BRP WS 28 Vending Site/Source Prototype

☐ BRP WS 30 Vending Site Approval

☐ BRP WS 31 Vending and POU/POE Devices with Third-party Approval

New Source Approvals <70 gpm

☐ BRP WS 13 Exploratory Phase, Site Examination, Land Use Survey and Approval to Conduct Pumping Test

☐ BRP WS 15 Pumping Test Report Approval and Approval to Construct Source

New Source Approvals >70 gpm

☐ BRP WS 17 Exploratory Phase, Site Examination & Land Use Survey

☐ BRP WS 18 To Conduct Pumping Test

☐ BRP WS 19 Pumping Test Report Approval

☐ BRP WS 20 To Construct Source

Water Treatment Approvals

☐ BRP WS 21 To Conduct Pilot Study

☐ BRP WS 22 Pilot Study Report

☐ BRP WS 23 To Construct Facility <1 mgd

☐ BRP WS 24 To Construct Facility >1 mgd

☐ BRP WS 25 Treatment Facility Modification

☐ BRP WS 29 Water Treatment: Chemical Addition Retrofits of Water Systems > 3,300 people

☐ BRP WS 33 Distribution Modifications < 3,300 people

☐ BRP WS 34 Water Treatment: Chemical Addition Retrofits of Water Systems < 3,300 people

Water Quality Assurance

☐ BRP WS 26 Sale or Acquisition of Land for Water Source

☐ BRP WS 36 Abandonment of Water Source

Distribution System Modifications

☐ BRP WS 32 Systems > 3,300 people

☐ BRP WS 34 Systems < 3,300 people

## C. Certification

"I certify, under penalty of law, that this application and all attachments were prepared under my supervision, in accordance with a system designed to ensure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information submitted in this application, the information submitted is, to the best of my knowledge and belief, true, accurate and complete."

Print Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Position/Title \_\_\_\_\_

Date \_\_\_\_\_